



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Tom Kirk
Acting Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: August 29, 2014

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement September 2, 2014 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Monday, September 15, 2014**. Applicants will not be accepted after that time and date.

NOTE: Applications will be accepted from qualified permanent DOT employees only. A copy of each applicant's ACTIVE Illinois Professional Engineer License MUST accompany application for this position.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Karla Gathard at 217/782-5594.

CE IV In-House Project Studies Squad Leader (Squad #1)
Region 1/District 1/Programming
Highways
Schaumburg

Attachments
37968

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Monday, September 15, 2014, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews. **NOTE: Applications will be accepted from qualified permanent DOT employees only. A copy of each applicant's ACTIVE Illinois Professional Engineer License MUST accompany application for this position.**



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Civil Engineer IV	Salary Range:	\$5,685 - \$9,045
Position Title:	In-House Project Studies Squad Leader (Squad #1)	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW114-23-51-803-12-01	IPR#:	37968

Office/Central Bureau/District/Work Address:

Highways/District One/Schaumburg/Bureau of Programming/201 W. Center Court, Schaumburg, IL

Description Of Duties:

This position is accountable for directing a squad of engineers, technicians and/or consultants in the preparation and review of location study plans, reports, and environmental documents, reviewing plans and reports submitted by local agencies pertaining to the state systems, and reviewing access requests to major traffic generators so that they are technically feasible, cost effective, minimize adverse environmental effects, and are acceptable to the public.

Special Qualifications:***The following criteria is required:***

- A current Illinois Professional Engineer license
- Valid driver's license
- Occasional travel to attend night meetings and conduct field reviews

The following criteria is desired:

- Six years experience in civil engineering including four years of supervisory responsibility of which three years should be in civil/transportation engineering or related field
- Strong oral and written communication skills
- Good organizational skills, leadership and self motivational skills, and the ability to maintain cooperative relationships

Shift/Remarks:

8:00 am - 4:15 pm / Monday - Friday

ILLINOIS DEPARTMENT OF TRANSPORTATION

POSITION DESCRIPTION

DATE:	April, 2014	POSITION:	In-House Project Studies Squad Leader (Squad #1)
APPROVED BY:	Peter E. Harmet	OFFICE/DIVISION:	Highways/District One/Schaumburg/Bureau of Programming
CODE:	PW114-23-51-803-12-01	REPORTS TO:	In-House Project Studies Unit Head

Position Purpose

This position is accountable for directing a squad of engineers and technicians (which could include consultants) in the preparation and review of location study plans, reports, and environmental documents, reviewing plans and reports submitted by local agencies as they pertain to the state system, and reviewing access requests to major traffic generators so that they are technically feasible, cost effective, minimize adverse environmental effects, and are acceptable to the public.

Dimensions

Subordinate Personnel:	3 – 7
Annual Number of Projects Completed:	10 - 15
Annual Contract Value of Projects Completed;	\$25 to \$75 Million

Nature and Scope

This position reports to the In-House Studies Unit Head as do two other In-House Project Studies Managers. Reporting to this position are three to seven engineers, which could include consultants, who prepare and review corridor, route location and design studies.

This position directs and participates in the preparation and review of in-house location and design studies that ensure their engineering feasibility and cost effectiveness. The incumbent must also balance highway safety and capacity against potential adverse environmental impacts, and apply the principles of the Department's Context Sensitive Solutions (CSS) policy.

This position functions District-wide, which is a transitional area characterized by intense urban development within and abutting the City of Chicago and rapidly changing land uses in the suburban and rural areas. The District contains over two hundred miles of expressways and ten thousand lane miles of arterial highways carrying a traffic volume of thirty billion vehicle miles annually. There also exist a large number of adjacent facilities and decreasing amounts of available right-of-way, all of which impose unusual problems in the preparation of combined location and design studies for highway improvements. All of these improvements are highly visible and require widespread public acceptance. The incumbent must find the best solution to these problems as he/she is confronted with large construction programs that impose very demanding deadlines.

Typical problems encountered by the incumbent include: balancing input from various District bureaus and determining what constitutes the proper scope of work for proposed highway improvements; ensuring that completed location and design studies embody the design standards and environmental analysis necessary; applying proper design principles to route and site studies to develop effective solutions to problems; defining the environmental impact of locations selected; processing access requests and proposed highway-related mass transit facilities; and developing alternative technical solutions to problems encountered to facilitate public evaluation and acceptance of proposed projects. The greatest challenge to the incumbent is to properly balance engineering requirements, costs, and community acceptance while minimizing adverse environmental impacts.

The incumbent personally investigates the engineering feasibility and cost effectiveness of the scope of work and environmental criteria for proposed projects; recommends from alternates prepared by the Hydraulic Section the drainage design to be included in projects; adjusts personnel assignments to meet established schedules; and meets with the Central Office, FHWA and local agencies to discuss District location and design studies. He/she resolves difficult engineering problems and participates in public hearings and meetings to explain the project impacts to government officials and other stakeholders in order to receive public approval.

Significant coordination with various units within Programming is required of the incumbent to ensure all aspects of the Phase I process have been analyzed. This coordination will involve the Environmental Studies Unit, Geometrics Study Unit, Consultant Studies Unit, Survey Unit, Hydraulics Section and Data Bank Unit. The incumbent also maintains contact with the Bureaus of Design and Land Acquisition personnel regarding design proposals and right-of-way requirements and coordinates with the Bureaus of Traffic, Maintenance, Construction, Materials, and Local Roads regarding operational and safety problems associated with proposed improvements, access requests, boring requests, and highway-related mass transit proposals and plans submitted by local agencies. Occasional travel is required for such purposes as site visits, project meetings or public events.

The incumbent establishes his/her responsibilities through three to six engineers and one technician who prepare in-house location and design studies. The incumbent will also be responsible for negotiating, managing, and monitoring consultants to perform these studies. As such, the incumbent is personally required to: meet with assigned consultants, prepare agreements, supplements, and extra work authorizations, review subconsultant agreements prepared by the prime consultants, make scope of work determinations and negotiate work hours and direct costs to finalize agreements. The incumbent is required to review consultant work in progress, ensure that schedules are maintained, resolve any engineering problems relating to assigned projects, review all final reports/documents to ensure that schedules are maintained, resolve any engineering problems relating to assigned projects, review all final reports/documents to ensure Federal and State requirements have been met, determine acceptability of consultants' work, and prepare consultant evaluations.

The effectiveness of this position is measured by the completeness, accuracy and timeliness of finished projects.

Principal Accountabilities

1. Develop design alternates for assigned projects and ensure that location design studies reflect appropriate consideration of engineering standards, concern for the environment, and CSS.
2. Determines feasibility and acceptability of contemplated location and design studies.
3. Schedules location and design studies to ensure completion and prompt approval; updates and maintains the squad's management and monitoring system.
4. Provides for the direction, counseling, training and motivation of subordinate staff to ensure a high level of productivity, effective performance and continuous professional development.
5. Attend and present project scope to outside coordinating agencies in an effective and professional manner. Ensure effective presentation of plans during public meetings and hearings for those projects requiring a formal public involvement program, some of which occur during evening hours.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.